

## MEMBER DEVELOPMENT - PROCUREMENT AND CONTRACT PROCEDURES

Audit Committee - 28 March 2019

Report of Chief Officer Environmental and Operational Services

Status For Information

Key Decision No

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**This report supports the Key Aim of the Council's promise to provide value for money.**

Portfolio Holder Cllr. John Scholey

Contact Officer Richard Wilson, Ext. 7262

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**Recommendation to Audit Committee:**

To note the report.

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### Introduction and Background

- 1 At a previous meeting Members of the Audit Committee requested a Member development item on Procurement and contract procedures.

### Procurement Strategy

- 2 The Council's current Procurement Strategy was last revised and adopted by Cabinet in March 2016. A copy is attached as an appendix. The Strategy is currently due for a review in line with latest best practise and the recently adopted Council Plan.
- 3 Procurement is managed internally by a Corporate Procurement Group comprising of Senior Officers from the following teams:-  
  
Direct Services; Emergency Planning and Property Services; Economic Development and Property; Legal; Parking; IT; Environmental Health; Housing and Health; Finance; Audit and Transformation and Strategy. The group is chaired by the Chief Officer, Environmental and Operational Services.
- 4 The Corporate Procurement Group plays a key role in minimising risk to the Council and regular internal audit checks provide assurance that appropriate procedures are being followed and recommendations for improvements are considered and implemented.

- 5 A key role of the group is to ensure good procurement practise is embedded across the Authority by use of:
- Annual Forward Procurement Planning
  - Understanding of Procurement Legal requirements (EU Procurement rules and internal financial procedure rules)
  - Electronic tendering and advertising contract opportunities on the Kent Business Portal
  - Whole life evaluation
  - Use of waivers
  - Framework agreements
  - Training for staff
  - Internal audit reviews
  - Regular strategy reviews

## **Key Implications**

### Financial

The procurement strategy is designed to support the delivery of best value in all decision making for the purchase of goods and services. Adoption of the strategy will continue to promote effective use of Council resources ensuring value for money is achieved.

### Legal Implications and Risk Assessment Statement.

Failure to follow appropriate procurement legislation and guidance has the potential to create significant implications for the Authority. The strategy promotes best practise and officers are clear in the requirements to adhere to financial procedure rules, and to take the professional advice of the Council's legal service to ensure legislation and guidance is followed in all procurement activity.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Appendices**

Appendix A - Procurement Strategy 2016

### **Background Papers**

None

**Richard Wilson**

**Chief Officer Environmental and Operational Services**